



August 16, 2004

TO: 2005-2006 ENVIRONMENTAL ENHANCEMENT AND MITIGATION (EEM)
PROGRAM GRANT APPLICANTS:

Enclosed is an Environmental Enhancement and Mitigation Program application packet for the 2005-06 grant cycle that starts July 1, 2005. This packet includes EEM Program Procedures and Criteria, a separate application form, and supplementary information to assist you in preparing an application for grant funding. Please be sure to read the "Supplemental Information" sheet for important information about how EEM grant applications are evaluated and why some are disqualified from consideration.

The final application submission date is Friday, November 19, 2004. Applications must be postmarked by this date or delivered to the Resources Agency, Suite 1311, 1416 Ninth Street, Sacramento 95814, no later than 5 p.m. on that day to be considered by the Resources Agency (Agency) for recommendation to the California Transportation Commission (CTC).

All required documents must be included with the application (original and three copies), except for board resolutions, which are required for local and non-profit agencies. Board resolutions may be submitted separately at a later date for reason of timing. The schedules for proposed projects must provide for project start and completion within three fiscal years starting July 1, 2005. Grants generally will be limited to \$250,000 each.

The Resources Agency will transmit its recommendations to the CTC by April 15, 2005. Applicants will be notified of the Agency's recommendations shortly thereafter.

It is anticipated that the CTC will consider recommended projects for funding at its July 2005 meeting. Applicants with projects recommended for funding must submit environmental clearance documents to the CTC in May 2005. If final environmental clearance is not documented by May 31, 2005, the CTC will not consider the project for funding.

If you have any questions on these Procedures and Criteria, or on the EEM Program please contact Mr. Dave Brubaker, the EEM Program Coordinator at (916) 653-5656 or by e-mail at dave.brubaker@resources.ca.gov.

Sincerely,

Mike Chrisman
Secretary for Resources

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